

EMPLOYMENT OPPORTUNITY LEGAL SECRETARY (COMMERCIAL)

ABOUT US

Wightons Lawyers is a progressive, mid-tier regional law firm with offices in Geelong, Corio, Ocean Grove and Winchelsea.

As one of the leading law firms in the Greater Geelong region, we pride ourselves on delivering professional legal services that exceed our client's expectations in a prompt, professional, honest and effective manner.

Our slogan "We'll be there" reflects our focus on offering both excellent legal services to our clients and providing a supportive environment for our team.

We value excellence and integrity and encourage a healthy community lifestyle with a good work life blend.

Geelong is a thriving regional Victorian city offering a unique professional but relaxed work environment.

ABOUT YOU

We are seeking an experienced Legal Secretary for a full-time role within our Geelong office to join our evolving team. This position will see you working closely with another Legal Secretary supporting a Director and two Solicitors, working across a variety of commercial fields including:

- Commercial Law
- Property Law
- Wills & Estates
- Commercial & Estate Litigation

Experience in Microsoft office is essential. Knowledge of LEAP legal software products, DOL & PEXA would be advantageous but not necessary.

Skills & Experience

- Commercial law experience (preferred);
- accurate typing;
- a flexible and helpful attitude;
- attention to detail;
- confidence in dealing with clients, Solicitors and other parties (on phone and in person); and
- Microsoft office.

Responsibilities

- diary management;
- preparation of correspondence;
- preparation of a variety of legal documents;
- filing and file opening/closing;
- emailing, scanning, electronic filing; and
- clear communication.

Values & Employee Benefits

We value work-life balance and believe in fostering a positive, understanding and supportive work environment.

- Monthly rostered half day off (following probation period);
- Regular social functions;
- Health and wellbeing initiatives including access to Employee Assistance Program (EAP).

Salary commensurate with experience.

To apply, please forward a cover letter and resume to Justine Finlay (Managing Director) by email justinef@wightons.com.au

For a confidential discussion we invite you to contact Justine Finlay via email.

www.wightons.com.au